

# Williamstown Borough Authority Meeting Minutes

April 2<sup>nd</sup>, 2025

Williamstown Borough Authority met April 2<sup>nd</sup> at 7:00 p.m. in Council Chambers. Board Members present were Chairman Stephen Denkovich, Vice Chair Jack Schaeffer, Barry Crosby, Mike Kreiser, Solicitor Joe Kerwin, Operations Manager Shane Zellers, and Secretary Andrew Welker. Gregory Evans absent.

The meeting was called to order at 7:00pm. The Pledge of Allegiance to the Flag was recited. The minutes from the March 5<sup>th</sup> 2025 meeting were reviewed and approved as written.

The minutes were recorded and submitted by Secretary/Treasurer Hoover Financial Services.

**Citizens:** Zero Citizens were present

## **Old Business:**

- **Grants** – Vice Chairman Jack Schaeffer informed the board of a small water/sewer grant, which can be used for small projects up to \$30,000, so Vice Chairman Jack Schaeffer asked if stone on the roads leading to the plants were possible, he is still waiting on an answer.

**Solicitor:** Solicitor Kerwin provided the Authority Board Rules & Regulations for Lykens Authority to see their policy on late fees.

**Manager's Report:** Operations Manager Shane Zellers provided, and reviewed a written report.

- Operations Manager Shane Zellers provided a quote for a refrigerator sample for the sewer plant for the price of \$7,747.00 Jack Schaeffer moved to get the refrigerator sample for the sewer plant. Barry Crosby seconded, and the motion carried unanimously.
- Operations Manager Shane Zellers provided a quote for Woodwise to cut down trees at both the Water & Sewer Plants for the price of \$8,300. Barry Crosby moved to have Woodwise cut the trees down at both the Water & Sewer Plants. Mike Keiser seconded, and the motion carried unanimously.

**Correspondence:** None

**Delinquent Report:** Secretary Andrew Welker provided and reviewed a report. Based on the information letters will go out to customers with a balance of \$500 or larger.

**Approval of Time Sheets:** Barry Crosby moved to approve employee time sheets as presented. Jack Schaeffer seconded, and the motion carried unanimously. Time sheets were initialed by board members.

## **New Business:**

**Carport For Sewer Plant** – Vice Chairman Jack Schaeffer provided a quote from Rocky Mountain for a carport at the Sewer Plant in the amount of \$23,730. Gregory Evans moved to have Rocky Mountain put the carport in at the Sewer Plant. Jack Schaeffer seconded, and the motion carried unanimously.

**Account Issues** – The accounts in question were looked into and resolved.

**Classes & Training:** None

**Bills & Payroll:** Gregory Evans moved to approve the payment of bills & payroll. Barry Crosby seconded, and the motion carried unanimously.

**Adjournment:** Barry Crosby moved to adjourn the meeting. Jack Schaeffer seconded, and the motion carried unanimously. Chairman Stephen Denkovich adjourned the meeting at 7:49pm.

**NEXT MEETING WEDNESDAY, May 7, 2025**

*"This institution is an equal opportunity provider and employer."*